Foreign Affairs Manual

VOLUME 6 – Information Management

Change Transmittal: IM-167
Date: 05-17-2012

6 FAM 410
DOMESTIC EMERGENCY MANAGEMENT PROGRAM

6 FAM 420
PREPAREDNESS AND RESPONSE STANDARDS

Changes

1. This Change Transmittal issues updates to 6 FAM 400, General Services and Domestic Emergency Management (which consists only of these two subchapters):

    *   **6 FAM 410:**, This subchapter has been revised to reflect changes in emergency management roles and responsibilities of Department level program management, bureau and office level leadership, facility level leadership, and Department personnel; to document the Department's requirement for communicating with its personnel in all-hazards; and to document changes in terms and required positions that have occurred since the Department's Domestic Emergency Management Program was implemented.

    *   **6 FAM 420:**, This subchapter has been revised to reflect the details of the Department's comprehensive framework for an all-hazards approach to domestic emergency response; an overview of the Facility Emergency Action Plan and roles and responsibilities at the Department and facility levels; an overview of security, medical resources, and emergency response staffing at the facility level; and an overview of the Bureau Emergency Action Plan, of the Department's Continuity of Operations (COOP) Plan, and of the

Department's Critical Infrastructure Protection (CIP) Plan.

2. Crosswalk for 6 FAM 400:

Crosswalk for Material Moved Within 6 FAM 400	
Old 6 FAM Section	**New 6 FAM Section**
N/A	6 FAM 415.3-4, Liaison Officer (LOFR)
6 FAM 415.3-4, International Coordination Support	6 FAM 415.3-5, International Coordination Support
6 FAM 415.4, Bureau Emergency Management Officer (BEMO)	Deleted
N/A	6 FAM 415.4, Mission Critical Team (MCT)
N/A	6 FAM 415.4-1, MCT Members
6 FAM 415.4-1, Bureau's Emergency Action Committee (EAC)	Moved to 6 FAM 416.1-3(A)
N/A	6 FAM 416.1-1, Executive Director
N/A	6 FAM 416.1-2, Office Directors
N/A	6 FAM 416.1-3, Emergency Action Committee (EAC) Chairperson
N/A	6 FAM 416.1-3(A), Bureau's Emergency Action Committee (EAC)
N/A	6 FAM 416.1-4, Bureau Emergency Action Team (BEAT)
N/A	6 FAM 416.1-4(A), BEAT Members
N/A	6 FAM 416.1-5, Other Bureau Personnel
6 FAM 416.5-1, Public Affairs (PA)	Merged into 6 FAM 416.5
6 FAM 416.10, Chief of Staff	Deleted

(S/COS)	
6 FAM 416.11, Executive Secretary (S/ES)	6 FAM 416.10, Executive Secretary (S/ES)
6 FAM 416.12, Legal Adviser (L)	6 FAM 416.11, Legal Adviser (L)
6 FAM 416.13, Bureau of Intelligence and Research (INR)	Grouped under new 6 FAM 416.12
6 FAM 416.14, Office of the Coordinator for Counterterrorism (S/CT)	Grouped under new 6 FAM 416.12
6 FAM 416.15, Bureau of International Security and Nonproliferation (ISN)	Grouped under new 6 FAM 416.12
6 FAM 416.16, Bureau of Oceans and International Environmental and Scientific Affairs (OES)	Grouped under new 6 FAM 416.12
N/A	6 FAM 416.12, Bureau and Offices with Leadership Roles in Domestic Incidents
6 FAM 417.5-3, Building Response Team (BRT)	Deleted
N/A	6 FAM 418.2, Requirement to Communicate with Department Personnel
N/A	6 FAM 418.2-1, Bureau Authority
N/A	6 FAM 418.2-2, Use of Contact Information
N/A	6 FAM 418.2-3, Handling Contact Information
N/A	6 FAM 418.2-4, Contractors and Employees of Contractors
6 FAM 418.2, Preparedness Training and Exercises	6 FAM 418.3, Preparedness Training and Exercises

6 FAM 418.2-1, Preparedness Training	6 FAM 418.3-1, Preparedness Training
6 FAM 418.2-2, Preparedness Exercises	6 FAM 418.3-2, Preparedness Exercises
6 FAM 422, Preparedness and Response Guidance and Templates	Deleted
N/A	6 FAM 422, Department Emergency Action Plan (DEAP) Overview
N/A	6 FAM 422.2, National-Level Framework for Domestic Emergency Management
N/A	6 FAM 422.2-1, National Response Framework (NRF)
N/A	6 FAM 422.2-2, National Operations Center (NOC)
N/A	6 FAM 422.2-3, National Response Coordination Center (NRCC)
N/A	6 FAM 422.2-4, Department Roles and Responsibilities
N/A	6 FAM 422.3, Department-Level Organization for Domestic Emergency Management
N/A	6 FAM 422.3-1, Domestic Emergency Action Committee (DEAC)
N/A	6 FAM 422.3-2, Domestic Emergency Coordinator (DEC)
N/A	6 FAM 422.3-3, Incident Management Team (IMT)
N/A	6 FAM 422.3-4, Mission Critical Team (MCT)
N/A	6 FAM 422.3-5, Emergency

	Management Center (EMC)
N/A	6 FAM 422.3-6, Liaison Officer (LOFR)
N/A	6 FAM 422.4, Bureau/Office-Level Organization for Domestic Emergency Management
N/A	6 FAM 422.4-1, Emergency Action Committee (EAC) Chairperson
N/A	6 FAM 422.4-2, Emergency Action Committee (EAC)
N/A	6 FAM 422.4-3, Bureau Emergency Action Team (BEAT)
N/A	6 FAM 422.5, Facility-Level Organization for Domestic Emergency Management
N/A	6 FAM 422.5-1, Designated Official (DO)
N/A	6 FAM 422.5-2, Facility Security Committee (FSC)
N/A	6 FAM 422.5-3, Incident Commander (IC)
N/A	6 FAM 422.5-4, Emergency Response Staff
N/A	6 FAM 422.5-5, Domestic Security Officer (DSO)
N/A	6 FAM 423, Facility Emergency Action Plan (FEAP) Overview, Roles, and Responsibilities
6 FAM 422.2, Facility Emergency Action Plan (FEAP)	6 FAM 423.1, Facility Emergency Action Plan (FEAP)
N/A	6 FAM 423.2, Department Level Responsibilities for Supporting a

	FEAP
N/A	6 FAM 423.2-1, Office of Emergency Management (A/OEM)
N/A	6 FAM 423.2-1(A), A/OEM Reporting Responsibilities
N/A	6 FAM 423.2-2, Office of Operations, Office of Facilities Management Services (A/OPR/FMS)
N/A	6 FAM 423.2-3, Office of Domestic Facilities Protection (DS/DO/DFP)
N/A	6 FAM 423.2-3(A), Domestic Security Officer (DSO)
N/A	6 FAM 423.2-4, Department-Level Public Affairs (PA)
N/A	6 FAM 423.3, Facility Level Responsibilities for Supporting a FEAP
N/A	6 FAM 423.3-1, Domestic Facility Senior Bureau/Office Leaders
N/A	6 FAM 423.3-2, Designated Official (DO)
N/A	6 FAM 423.3-3, Facility Security Committee (FSC)
N/A	6 FAM 423.3-3(A), FSC Member Selection
N/A	6 FAM 423.3-4, Local Facility Spokesperson
N/A	6 FAM 423.4, Security at the Facility Level
N/A	6 FAM 423.5, Medical Resources at the Facility Level
N/A	6 FAM 423.6, Emergency Response

	Staffing at the Facility Level
N/A	6 FAM 423.6-1, Incident Commander (IC) Requirements
N/A	6 FAM 423.6-1(A), IC Responsibilities
N/A	6 FAM 423.6-1(B), IC Reporting Responsibilities
N/A	6 FAM 423.6-1(C), IC Selection
N/A	6 FAM 423.6-2, Emergency Response Staff Requirements
N/A	6 FAM 423.6-2(A), Emergency Response Staff Overview
N/A	6 FAM 423.6-2(B), GENERAL Emergency Response Staff Responsibilities
N/A	6 FAM 423.6-2(C), Emergency Response Staff Selection
N/A	6 FAM 423.6-2(D), Recommended emergency response staff Positions
N/A	6 FAM 423.6-2(D)(1), Floor Warden
N/A	6 FAM 423.6-2(D)(2), Floor Searcher
N/A	6 FAM 423.6-2(D)(3), Assistance Monitor (Buddy)
N/A	6 FAM 423.6-2(D)(4), Assembly Point Coordinator
N/A	6 FAM 423.6-3, Facility Occupant Requirements
N/A	6 FAM 423.6-3(A), Requirement Overview
N/A	6 FAM 423.6-3(B), Facility Occupant

N/A	6 FAM 424, Bureau Emergency Action Plan (BEAP) Overview
6 FAM 422.3, Bureau Emergency Action Plan (BEAP)	6 FAM 424.1, Bureau Emergency Action Plan (BEAP)
6 FAM 422.4, Department of State Continuity of Operations (COOP) Plan	6 FAM 425, Department of State Continuity of Operations (COOP) Plan Overview
6 FAM 422.5, Department of State Critical Infrastructure Protection (CIP) Plan	6 FAM 426, Department of State Critical Infrastructure Protection (CIP) Plan Overview
6 FAM 423, Reporting	Melded into 6 FAM 423.1(A) and 6 FAM 423.6-1(B)

3. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance changed more than half the words, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.

4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1111.1).

5. The office responsible for the material in this subchapter is A/OEM. Please direct questions concerning content substance and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

Filing Instructions (Paper Copies)

1. Remove and discard the old 6 FAM 400 (CT:GS-161; 03-25-2010) and insert the new 6 FAM 400 (CT:IM-167; 05-17-2012).

2. After inserting the material in the binder, insert this change transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:IM-167 and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.

2. All posts and offices keeping paper versions of the Foreign Affairs Manual

are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).

3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.